

If anyone has any questions please give me a call, if you have suggestions in improving our departmental health and have a possible solution and not just a complaint then please call me.

Sergeant Martin

Fax Cover Sheet

Oxford Police Department
Chief Rich Nolan Sgt. Ron Martin
PO Box 866 20 Lafayette Park
Oxford NY 13830 Officer 607-843-2333
Fax: 607-843-9755 email: oxfordpd@stny.rr.com

Send to: Officer Ulfik	From: Chief Nolan
Attention:	Date: 11-16-2011
Office location:	Office location: Oxford, NY
Fax number:	Phone number: 843-2333

☐ **Urgent** ☐ **Reply ASAP** ☐ **Please comment** ☐ **Please review** ☐ **For your information**

Total pages, including cover 1

Comments:

Requested day granted on 11/25/11. (2 per month) if another officer can work them.
If no Officer will work the officer's requested day off, that officer has to work this day.
DWI hours 12/4/11 for 10.0 hours. (Only)
On the 3-6am parking, Just record in the PD manager (checked and no cars)

Ed:

Tues. 11/15

✓ -- Complete a drug court check again. Done

✓ -- During the drug court check with Damion Burns- explain the dog problem again to him- Do not bring up Jennifer Ingraham (see email note) name as the caller.

apologize to
Him about
Dogs.
see Report

✓ -- 3-6am parking ever night you work.

✓ -- 15 minutes policy must be followed.

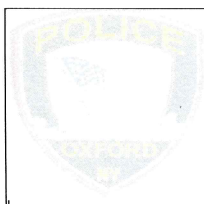
↓
Sorry -
Dead Batteries happen -

There were no
cars on the streets
last night. other-
wise you would see
Trolets / - I will
be sure to document this
better.

- Have Sean take my hours on 11/28.

I have something that was brought to
my attention today that I need to attend.

- I could work 11/27 (Sun) DWT patrol Fished
at 12/4 or both if the hours/\$ is there.

	Village of Oxford Police Department OPERATING PROCEDURE	Number 12.02
	Subject EMPLOYEE DISCIPLINARY FORM	Effective Date 12 December 2010
	Revised	Page 1 of 1

DISCIPLINARY WARNING

(For internal use only)

Date of warning: 11 / 9 / 2011 Employee: Edward Ulfik 900 Title: Police Officer

Department: POLICE

Policy Violated: 102.6d of 10.2 Operating Procedure Supervisor Name: Richard Nolan

State Facts regarding warning:

1. State why alleged acts violate Police Policy: ACCORDING TO POLICY OPERATING PROCEDURE 10.2 PERSONELL/PAYROLL 102.6 SUB D&F : D: IT WILL BE CONSIDERED EXCESSIVE ABSENCE AND DISCIPLINARY ACTION WARRANTED FOR ANY EMPLOYEE OF THE POLICE DEPARTMENT WHEN THE EMPLOYEE MISSES TWO ABSCENCES WITHIN A MONTH OR 2 CONSECUTIVE DAYS OF WORK MISSED WITHOUT A DOCTOR'S NOTE. IT WILL ALSO BE CONSIDERED EXCESSIVE ABSENCE FOR ANY EMPLOYEE WHO MISSES MORE THAN 6 DAYS IN ANY 6-MONTH PERIOD WITHOUT EXPRESS AUTHORIZATION FORM THE CHIEF. IN HIS ABSENCE THEN THE SR. OFFICER MAY GRANT AN EXCUSED ABSENCE.

OFFICER ULFIK HAS CALLED IN NUMEROUS TIMES. THE FOLLOWING IS A CHRONOLOGICAL LISTING OF ABSCENCES IN 2011: February 22-28, March 14-28, April 4-19-25-26, May 30, June 8-20-30, July 18-19-20, August 15-16 November 7.

2. State whether or not the employee ever received a warning regarding this or prior incidents (if in writing attach a copy) THIS IS THE FIRST WRITTEN NOTICE PROVIDED, VERBAL NOTICES HAVE BEEN GIVEN BY CHIEF NOLAN.
3. Has the incident been discussed with the employee? THIS HAS BEEN DISCUSSED WITH THE EMPLOYEE.
4. If so State employee's reaction. EMPLOYEE STATED THAT HE HAS HAD MANY PHYSICAL AND WELLNESS ISSUES.
5. State conclusion (consequences of incident and steps to be taken to correct the problem). VERBAL NOTICE PROVIDED AND WRITTEN NOTICE GIVEN, OFFICER NEEDS TO IMPROVE HIS ABSENTISM.
6. Final comments. This is the one of many absences that this employee has incurred over the course of the last year. VERBAL WARNING HAD NO EFFECT ON HIS ABSENTISM. OFFICER ULFIK STATES HE HAD PHYSICAL ISSUES AND WELLNESS ISSUES.

Prepared by: Ronald Martin

Ordered by: Richard Nolan

Title: Sergeant

Title: Chief:

Signature:

Signature:

Date: 11/09/11

Date: 11/09/11